



Public Works Department
1500 Beatty Street
Greenville, NC 27834
Phone (252) 329-4688 Fax (252) 329-4535

REQUEST FOR GRAVE OPENING AND CLOSING

FUNERAL HOME: _____

NAME OF DECEASED: _____

LOT OWNER: _____

ADDRESS: _____

CEMETERY: _____

GARDEN/SECTION: _____

LOT/TIER: _____ **SPACE/CRYPT:** _____

TYPE OF PLOT (CHECK ONE): SINGLE ☐ 4 GRAVES ☐ 8 GRAVES ☐

TO BE OPENED: _____
DATE DAY TIME

TO BE CLOSED: _____
DATE DAY TIME

SIGNATURE OF REQUESTOR: _____

Grave Opening/Closing (M-F, 8am-5pm)	450.00	<input type="checkbox"/>	Wait Time	50.00/hour	<input type="checkbox"/>
Grave Opening/Closing (Weekends/Holidays)	480.00	<input type="checkbox"/>	Mausoleum Permit	100.00	<input type="checkbox"/>
Cremation Opening/Closing (M-F, 8am-5pm)	150.00	<input type="checkbox"/>	Shrubbery Removal	50.00/each	<input type="checkbox"/>
Cremation Opening/Closing (Weekends/Holidays)	180.00	<input type="checkbox"/>			

Amount Received: _____ **Date:** _____

Approved By: _____

Phone numbers for weekend services – Please call Building and Grounds in this order:

1. Kevin Heifferon 378-5214 or 321-7253	6. Richard Gay 757-1506
2. Johnny Grimsley 378-5629 or 758-2836	7. Kelly Wall 321-3252
3. Tim Perry 974-1397	8. Ken Jackson 378-5587 or 756-3945
4. George Wells 758-7342	9. Police Department 329-4300
5. Andre Green 746-6439	

FOR STAFF USE ONLY

	SIGNATURE	DATE	TIME
Requested By			
Supervisor Notified			
Job Assigned To			
Work Completed By			

Last updated July 1st, 2008